

EMPLOYEE REFERRAL FORM

Here's how to make a referral:

1. Complete Sections 1 and 2. This is information about you and the person you are referring.
2. Make a copy of this form for your records.
3. Email this form with a copy of your referral's resume to: employee referral@lbl.gov; or mail to: ERIP Coordinator - Bldg. 937-0600.
4. If you have questions, contact the Employee Referral Program Coordinator at (510) 495-2902.

After you've made your referral:

1. The recruitment office will forward qualified applicants to the appropriate hiring manager.
2. If your referral is hired, you will be contacted and receive \$1000 within one month from the date the successful referral reports to work. Note that the hiring process can take time, so please be patient.

Thanks for taking time to help Berkeley Lab find new talent. We appreciate it!

SECTION I – EMPLOYEE INFORMATION	
Date:	
Employee Name:	
Employee #	
Division:	
Phone Extension:	

Employee # is available through Directory Services at <http://www.lbl.gov/ds>.

SECTION II – REFERRAL INFORMATION	
Name of Person Referred:	
Job # or Hiring Supervisor (if known):	
Division and Title (if known):	